

July 3, 2001

TO: Career and Technical Education Administrators

FROM: Neils W. Brooks, Ed.D., Director
Office of Career and Technical Education Services

SUBJECT: Verifying and Correcting the 2000 Completer Demographics

We are in the final stages of finalizing the data gathered from the 2001 Follow-Up Survey of the 2000 Completers. Before Response and Transition Rates can be calculated; all the demographic data must be verified. Many school divisions have students on the completer list with missing program, school or special population information. Several school divisions also need to delete some of the students reported on the list of completers.

To verify your data:

1. Go to https://www.vtdata.org/cters/2000_demo_ed_wp/0demoed1.htm
2. Enter your CTEID and click the Continue button.
3. Click the blue Continue button on the next screen.
4. When the next page loads, you will see your Response Rate at the top and a listing of all your completers on the bottom of the page.
5. Review the listing making notes of any errors. In some cases, missing data is highlighted in red

To correct or delete any records:

1. Follow the directions to verify your data.
2. When the listing of completers is displayed, click on the student's SRN number to open the editing page.
3. Update any information that is missing or incorrect.
4. If the record should be deleted, scroll to the bottom and choose a reason for deletion. DO NOT delete the records of completers you were unable to contact because of incorrect/missing addresses or telephone numbers.
5. Click the blue Continue button at the bottom of the page.

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July 3, 2001

Page 2 of 2

Please verify and correct all the data for your division by **July 27, 2001**. When you have finished updating your records, please send an email to Pat O'Reilly at oreilly@vt.edu.

If you need assistance please contact Susan Williams at smwillia@pen.k12.va.us or (804) 371-2924.

NWB/jag/smw

c: Dr. Patricia Wright
James A. Gray, Jr.
Patrick A. O'Reilly